

Guest Services Coordinator

Cherry Hills
Community Church

GUEST SERVICES COORDINATOR

The Guest Services Coordinator recruits and leads highly effective volunteer teams to serve at worship services and special services and events; ensures that the Guest Services teams function as effectively and efficiently as possible; manages administrative projects, events, and responsibilities to completion in a timely, thorough manner; and provides administrative support as requested to the Guest Services Director.

RESPONSIBILITIES

Assist the Guest Services Director in Recruiting and Leading Highly Effective, Envisioned Volunteer Teams

Plan and Execute the Logistics of Special Services (e.g. Christmas Eve, Easter) and/or Events (e.g. Global Leadership Summit)

- Understand the goals and requirements of the event
- Determine volunteer needs and responsibilities for special services and events
- Determine schedule, manage and schedule volunteers

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

Manage the Guest Services Department Budget At/Under Budget

Utilize Fellowship One Membership Database

Provide Administrative Support to the Guest Services Director

Perform Other Duties and Special Projects as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Guest Services Director
- Attend department and All-Staff meetings

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant in weekend services
- Serve at church-wide, all-hands-on-deck events
(Examples: Christmas and Easter services, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Part-Time (25 Hours); Exempt